

PUBLIC NOTICE OF FUNDING AVAILABILITY (NOFA)
REQUEST FOR APPLICATIONS (RFA) - CFSA-08-RFA-0003

Government of the District of Columbia
Child and Family Services Agency

PARENT EDUCATION AND SUPPORT PROJECT

Pursuant to the “*Child and Family Services Agency Grant-Making Temporary Amendment Act of 2007*,” the Child and Family Services Agency (“CFSA”) invites qualified applicants to submit applications for grant funding to develop and implement parent education and support programs in an effort to expand the current range of child abuse and neglect prevention resources in the District of Columbia.

As the District’s population continues to diversify, there is a corresponding need to expand services to accommodate the varying needs of our community members. Parent Education or Support programs, for example, need adjustment or expansion to meet the needs of more culturally diverse families. The Parent Education and Support Project (PESP) will be comprised of a network of community-based organizations who are committed to engaging District of Columbia parents to help them acquire and internalize those skills that are necessary to build and maintain a healthy family. Effective parent models and family-centered interventions will promote increased protective factors and lead to a reduced incidence of child abuse and neglect.

The Parent Education and Support Project supports evidence-based and promising practice models that are strength-based, family-centered and that combine both individual and group approaches. One-time capacity building grants awarded under the Parent Education and Support Project will fund time-limited services that are provided at no cost to parents or program participants.

Multiple grants will be awarded. Grants will range from \$25,000 to \$75,000 per award. Anticipated total funding for the project is \$372,000. Successful applicants will be funded for one (1) year for a total of twelve (12) months. Applicants must demonstrate capacity to have the project fully functioning within forty-five (45) days following notification of the grant award. Selection and notification of grant award is scheduled for **September 2008**.

Announcement Date: **Wednesday, July 23, 2008**

Request for Applications Release Date: **Wednesday, July 23, 2008**

Application Submission Deadline: **Wednesday, August 27, 2008**

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

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Applicant checklist: Parent Education and Support Project Grant

- The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- The Program Budget is complete and complies with the Budget Form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed on **8 ½ by 11-inch paper, double-spaced, on one side (no single spacing). Applications that do not conform to this requirement will not be forwarded to the review panel.**
- The Application Summary section is complete and is within the page limit for this section of the RFA submission.
- The Organizational Experience and Qualifications of applicant is complete and is within the 2-page limit for this section of the RFA submission.
- The Project Narrative section is complete and is within the 10-page limit for this section of the RFA submission.
- **The applicant is submitting the required five (5) copies of its application, including the original and four (4) copies. Applications will not be forwarded to the review panel if the applicant fails to submit the required four (4) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to Child and Family Services Agency's Contracts and Procurement Administration no later than 5:00 p.m., on the deadline date of **Wednesday, August 27, 2008.**
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

**District of Columbia
Child and Family Services Agency (CFSA)**

**Request for Applications (RFA) – Parent Education and Support Project
CFSA-08-RFA-0003**

SECTION I: GENERAL INFORMATION

The Child and Family Services Agency (CFSA) has funds available to develop and implement a Parent Education and Support Project (PESP). CFSA will award multiple grants. This initiative shall support the expansion of the District's current array of prevention resources supporting evidence-based and promising practice models of parent education and support that address age-, developmentally- and culturally-specific issues for caregivers. CFSA anticipates a minimum of 150-200 families to be served under the Parent Education and Support Project.

The goal of the programs is to prevent the entry and reduce re-entry of families into CFSA through provision of specialized parent education and support models that promote protective factors within children and families that can reduce risk, build family capacity, and foster resilience. These factors lead to improved outcomes for children and parents and a reduction in the incidence of child abuse and neglect.

Services provided under the grant are designed for District of Columbia parents who may be at risk of involvement with CFSA or who are currently receiving services from CFSA. Applicants shall specify whether they are proposing a primary, secondary or tertiary program, and whether the target population will include court-ordered participants. Applicants may propose a model that is part of a larger existing program within their organization. Successful applicants must be ready to accept referrals and begin providing services within forty-five (45) days of notification of grant award.

CFSA will fund evidence-based models or promising practices that allow parents immediate access to concrete resources that can strengthen the family, facilitate collaborative partnerships, and minimize the risk of child maltreatment. Preference will be given to those models that allow for long-term engagement and continued support for families after services have ended. During the period of funding, Grantees shall seek out additional resources to ensure continuity of programs beyond the first twelve (12) months.

Background and Need

CFSA is charged with promoting the safety, permanence and well-being of the District of Columbia's abused or neglected children and their families. We meet our mission by employing high quality social workers that provide assessment, case management and other support services, as well as contracting with a network of private providers and community-based services to provide placement, case management and other supports. Over the last several years, CFSA has substantially improved its performance in all areas. We have increased our focus on permanence for children. We have institutionalized national best practices in areas of

Family Team Meetings and Structured Decision Making, and became the first state with a nationally certified State Automated Child Welfare Information Systems (SACWIS) to make the system fully accessible via the internet. Yet, there is still much more to be done for the District's most vulnerable children and their families.

The District has one of the highest percentages of children living in poverty (33%¹) and serves far more children in foster care per 10,000 residents than any other jurisdiction. The children in the District's foster care population are older than in most jurisdictions, largely African American (at over 90%, an over representation compared with the District's overall population), and about equally distributed between male and female. The majority of children originate from Wards 7 and 8 – the areas of lowest income in the District. CFSA involved children are at higher risk for poor educational outcomes, health issues, early parenthood, long-term dependence on public assistance, increased rates of incarceration, homelessness and unemployment (CWLA, 2005).

According to US Census bureau data, approximately 2% of all children and youth in the District of Columbia are in the foster care system. As of May 31, 2008, CFSA is serving 2,248 children in foster care. Our approach to service delivery is to strengthen those services and operations that are already in place, to identify additional service and resource requirements, and to develop and implement strategies to better meet the needs of the children and families who enter into, or who are at risk of entering or re-entering the District's child welfare system.

Many families who come to the attention of CFSA need assistance with parenting and related social supports. Referrals to the programs under the Parent Education and Support Project may include self-referrals, referrals from CFSA, court-ordered referrals or referrals initiated by community-based organizations.

Services under the Parent Education and Support Project are voluntary and provided at no cost to the participants. Individuals may receive a small stipend for participating in the program but funds may not be used as direct financial assistance for clients. Applicants shall propose a strategy to identify and engage participants in services.

Target Population

Applicants shall identify the target population to be served by their proposed program. This may include, but is not limited to:

- Teen Parents
- Fathers
- Grandparent Caregivers
- Parents of children who are medically fragile and/or developmentally delayed
- Parents of children with behavioral concerns

¹ April 23, 2008: Testimony of Natwar M. Gandhi, Chief Financial Officer, Government of the District of Columbia, Hearing on the Mayor's FY 2009 Proposed Budget and Financial Plan.

- Parents of young children
- Parents of youth (9-14yrs; 14-17yrs; 17-21yrs)
- Parents for whom English is not the first language (e.g. Spanish-speaking families)
- Parents with a history of child abuse or neglect

Applicants may also propose a target group not listed above. Applicants shall demonstrate that the target population is under-served by existing parent education and support models, and that the proposed intervention will meet an identified need for services. Applicants may propose an approach that is one component of a larger program. Applicants will be responsible for demonstrating how the proposed approach will be integrated into the larger program.

Services may be limited to a particular geographic area (neighborhood or community) or be offered District-wide. The proposed program shall be accessible and flexible to accommodate the needs of participants, including work schedules, child care arrangements and transportation. All individuals to be served under the Parent Education and Support Project are residents of the District of Columbia. CFSA is targeting a minimum of 150-200 families to be served across the District under the Parent Education and Support Project.

The target population may need support services in the following categories:

- a) Mental health services
- b) Alcohol and substance abuse treatment services
- c) Behavioral and social skills development
- d) Educational/vocational support services
- e) Individual, group and family counseling
- f) Therapeutic recreation
- g) Housing assistance

If the PESP identifies the need for any of the above or other services, the Grantee shall advocate on behalf of the parent to secure services.

Eligible Organizations/Entities

Applications will be accepted only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the Parent Education and Support Project, but must identify a lead applicant. The lead applicant will be responsible for identifying how the components shall be integrated, including overall program funding sources.

Successful applicants shall demonstrate experience with the target population, including parent education or training designed to strengthen and support families and communities, as well as an understanding of child abuse and neglect prevention. Successful applicants shall also provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

Applicants who hold current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, are eligible to apply provided the services under the Parent Education and Support Project do not conflict with a current Grant or Contract Agreement. Such applicants must identify potential areas of conflict of interest in the delivery of services to children and families involved with CFSA, and demonstrate how services under the PESP shall not conflict with or compromise other existing grant or contractual obligations.

Funding

Funds currently made available are appropriated by the Council of the District of Columbia through CFSA.

Award Period

The grant period is for up to twelve (12) months from the date the grant agreement is executed, subject to appropriation of funds. Successful applicant(s) must be prepared to sign the Grant Agreement within two weeks of the award.

Grant Awards and Amounts

CFSA intends to award multiple grants for the Parent Education and Support Project. CFSA reserves the right to assign the amount of individual awards. Individual grant awards shall not be less than \$25,000 or exceed \$75,000. The total amount available for funding shall not exceed \$372,000.

Explanations to Prospective Applicants

Inquires regarding this RFA should be sent via email to cfsa.cpa@dc.gov, CFSA Contracts and Procurement Administration. Please reference CFSA-08-RFA-0003 and/or Parent Education and Support Project in subject line. Inquiries must be submitted on or before **Thursday, August 7, 2008 at 5:00 p.m. Questions submitted after the deadline date will not receive responses.** Responses to all inquiries will be posted on the CFSA website on or before **Monday, August 18, 2008**. Prospective applicants are responsible for checking the CFSA website for any additional changes or updates to the RFA and/or the application process.

SECTION II: SUBMISSION OF APPLICATIONS

Application Identification

A total of five (5) copies, including the original and four (4) copies, of the application are to be submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the five (5) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the applicant fails to submit the required five (5) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on Wednesday, August 27, 2008. All applications will be recorded upon receipt. **Applications submitted at or after 5:01 p.m., Wednesday, August 27, 2008, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 5:00 p.m. deadline on Wednesday, August 27, 2008. Applications must be ready for receipt by CFSA. The five (5) copies, including the original and four (4) copies, of the applications **must be** delivered to the following location:

Catherine Higgins, Interim Agency Chief Contracting Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

Mail Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., deadline on Wednesday, August 27, 2008 at the above location. Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., Wednesday, August 27, 2008 **will not be forwarded to the review panel by CFSA.**

CFSA will not be responsible for delays or errors in the delivery of application packages.

SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities as outlined in this RFA, and may not be used for direct financial assistance to clients and their families. Funds shall support specific program-related activities for up to twelve (12) months, including costs associated with:

- Purchase of parent education/training curriculum and materials
- Staff training and certification in model being proposed
- Purchase of training-related equipment (e.g. laptops, video cameras, projectors)
- Staff who will be administering the program (specify percentage of time dedicated to program activities)
- Provision of child care during parent participation in program activities
- Activities to engage children during parent participation in program activities
- Stipends for program participants
- Development of on-going support group for parents post-services
- Evaluation of program activities

Direct costs shall not exceed 10% of the overall budget.

Grant Agreement

Applicant shall be required to sign a Grant Agreement prior to funds being awarded. A Grant Agreement must be finalized within fourteen (14) business days of notification of intent to award grant funds.

SECTION IV: GENERAL PROVISIONS

Insurance

The applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. The applicant shall maintain general liability insurance, consistent with District law.

Audits

At any time or times within the next twenty-four (24) months, CFSA may request the successful applicant's expenditure statements, source documentation, and other audited financial records. By submission of their application, Applicants agree to comply with 29 DCMR § 8213.1 which requires grantees to maintain documents for three years from grant close-out.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as

amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these Parent Education and Support Project grant funds.

SECTION V: PROGRAM SCOPE

Program Description

The D.C. Child and Family Services Agency (CFSA) investigates reports of child abuse and neglect, and provides child protection. Services include foster care, adoption, and supportive community-based services to enhance the safety, permanence, and well-being of abused, neglected, and at-risk children and their families in the District of Columbia. We seek to achieve the highest quality of community-based services, to increase the number of families who receive community-based preventive and support services, and to expand the network of resources providing services to at-risk children and their families.

As of May 31, 2008, CFSA was serving 2,248 children in foster care, and 579 children in their homes. In an attempt to reduce the number of families becoming involved with CFSA, we envision the development of a network of prevention programs designed to support families who may be struggling with multiple risk factors associated with child abuse and neglect. Offering families immediate alternatives and easy access to services may, over time, contribute to a reduction in the incidence of reports of child abuse and neglect, particularly among populations that traditionally have not been able to access services to meet their needs.

Parent education programs that help parents acquire and internalize the skills necessary to build a healthy family and promote protective factors contribute to positive outcomes for both parents and their children. Although some children, families, and communities face multiple risks, most also have assets and protective factors.² Through analysis of existing research, the Center for the Study of Social Policy (CSSP) identified four family factors that appear to reduce the incidence of child maltreatment: parental resilience, social connections, knowledge of parenting and child development, and concrete supports in times of need. CSSP also identified healthy social and emotional development as a protective factor for children. Research on parent education programs has primarily focused on at-risk and maltreating families. Key program characteristics identified as strong predictors of program effectiveness include a strength-based focus, family-centered or family-focused practice, individual and group approaches, qualified staff, targeted service groups, and clear program goals and continuous evaluation.³

CFSA's *Assessment of District Programs to Prevent Child Abuse and Neglect* (2006) highlighted a need for parent training or education and parent support. Stakeholders felt that the District lacks these programs in general but also lacks programs tailored to the needs of different families. Underserved groups include grandparent-guardians, fathers, teen parents, parents of

² Anderson Moore, K. Defining the Term "At Risk". *Research-to-Results Brief*. (October 2006). Child Trends. Available at: <http://www.childtrends.org/Files/DefiningAtRisk.pdf>

³ FRIENDS: National Resource Center for CBCAP, Factsheet #16. *Parent Education*. (April 2008). Available at: http://www.friendsnrc.org/download/parent_ed.pdf

children with emotional and behavioral problems, non-English speaking families, and parents of older children who are unruly and/or runaways.

To date, a number of evidence-based or promising practice models have been explored, including programs already implemented in other jurisdictions to expand the range of resources available to parents, and to meet the specific needs of different populations. Programs include both out-of-home and home-based services, and range from direct skill training to parents in child behavior management and home safety to prevent child maltreatment, enhancing parent-child communication to reduce risk for adolescent substance abuse, building nurturing parenting skills and culturally-specific interventions.

CFSA proposes to use funds to create a Parent Education and Support Project (PESP). The PESP embraces the philosophy that successful parent education and support can assist parents and caretakers to develop and practice the skills they need to maintain safe and stable home environments for their children, and to reduce the risk of child maltreatment.

There are multiple target populations for the Parent Education and Support Project, including but not limited to:

- Teen Parents
- Fathers
- Grandparent Caregivers
- Parents of children who are medically fragile and/or developmentally delayed
- Parents of children with behavioral concerns
- Parents of young children
- Parents of youth (9-14yrs; 14-17yrs; 17-21yrs)
- Parents for whom English is not the first language (e.g. Spanish-speaking families)
- Parents with a history of child abuse or neglect

Applicants may also propose services for a target population not listed above, provided the application demonstrates a need for intervention and the capacity to complete the process. Targeted services may be proposed as one component of the Applicant's overall program. Applicants shall demonstrate how the proposed model will be integrated with the organization's existing services.

The Agency will competitively award grants to organizations who meet the program needs of CFSA, and who demonstrate commitment to implementing the program measures as long as program funds continue to be available. CFSA will seek out innovative and evidence-based approaches, recognizing that the use of a variety of models will expand the population who can access services.

Some of the evidence-based and promising practices which may be funded include, but are not limited to:

- Effective Black Parenting Program

- Los Niños Bien Educados Program
- SafeCare
- Staying Connected With Your Teen[®]
- Systematic Training for Effective Parenting
- The Incredible Years[®]
- Nurturing Parenting Programs[®]

We are interested in organizations that can provide services in a variety of ways (for example, community-based), that are targeted, and programs that differ in their intensity. Services must be accessible and provided at no cost to participants. Applicants must ensure consistency and confidentiality for families and demonstrate sensitivity to the special needs of those receiving services.

Grants are one-time only, capacity building grants and organizations are required to demonstrate how they will sustain the proposed programs beyond the period of CFSA funding. Grant funding awarded under this project may not be used to supplant existing programs. Applicants must demonstrate how grant funding supports the expansion or enhancement of existing services, or the development of new programs, and meets an identified need in the target population. If the proposed model is one component of a larger program, the Applicant shall clearly describe their overall program budget and demonstrate alternative funding sources.

For the purpose of this initiative, the families receiving services will be monitored to determine whether the services provided have an impact on the incidence of child maltreatment, and parent and child outcomes. Preference will be given to those approaches that demonstrate on-going support for families after initial services have ended. Our hope is that the parents and families who utilize these services will gain the skills and supports they need to maintain safe and stable environments for themselves and their children.

Program Objectives

During the grant period, CFSA and the Grantees shall jointly engage in a programmatic evaluation to determine the impact of services under the Parent Education and Support Project. Short-term outcomes include sustained engagement of parents in specialized parent education programs and development of ongoing program or peer support post-intervention.

CFSA and the Grantees shall jointly identify indicators to measure desired long-term outcomes. Such outcomes may include:

1. Absence of child maltreatment/involvement with CFSA post-intervention.
2. Increase in child and parental protective factors post-intervention.
3. Satisfaction of parents with the program.
4. Enhanced ability of parents to self-advocate and problem solve, including:

- Increased communication and positive family interaction.
- Expanded network of social support.
- Increase in developmentally and age appropriate parenting skills.

Applicant Responsibilities

In its proposal, the Applicant must demonstrate the ability to provide services tailored to the target population under the Parent Education and Support Project. In meeting those ends, the Applicant must meet, at a minimum, the following requirements:

1. The Applicant's program must be designed to meet the capacity requirements as outlined in the Program Scope.
2. Nothing in this RFA should conflict with any existing agreement between Applicant and the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves Applicant of any agreement or obligations with CFSA (see p. 8).

The successful applicant must also:

1. Complete three (3) hours of orientation provided by CFSA, which includes:
 - background on the population of children served by CFSA;
 - elements of child abuse and neglect;
 - the laws surrounding confidentiality and privacy;
 - written materials summarizing the training.
2. Comply with the administrative, reporting and evaluation requirements of a grant agreement.
3. Abide by the confidentiality laws of the District.
4. Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).
5. Show and maintain proof of insurance that meets the requirements set forth herein.
6. Comply with 29 DCMR, Chapter 82.

The provisions of this Grant Agreement shall be governed and construed under the laws and regulations of the District of Columbia. The Grantee agrees to comply with the confidentiality statutes in the D. C. Official Code, as well as other applicable child protection laws including, but not limited to, mandated reporter statutes.

Confidentiality of Records

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons (see D.C. Official Code §§ 4-1303.06 and 4-1405). The Applicant must demonstrate an ability to maintain the confidentiality of a family's information and to report the information specified below to CFSA. Specifically, the Applicant must agree to and to abide by the following conditions:

- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of

information concerning a child or other person in violation of D.C. Official Code § 16-2363 shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both (D.C. Official Code § 16-2364).

- Whoever willfully disclosed, receives, makes use of or knowingly permits the use of confidential information concerning a child or individual in violation of D.C. Official Code §§ 4-1301.02-4-1305.09 shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1000.00 (D.C. Official Code § 4-1303.07).
- All project staff, prior to engaging in work with CFSA and referral families, shall sign a confidentiality statement. Prior to service initiation, Grantees shall submit a signed confidentiality statement for each current staff person who will be working on the Parent Education and Support Project Grant.

Staff Requirements

The Applicant shall retain and maintain documentation that its staff, including volunteers, possess adequate training and competence to perform the duties to which they have been assigned.

The Applicant shall maintain a complete written job description covering any positions funded in whole or in part through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and/or stipend allowance, and performance evaluation criteria. If hiring staff for this grant project, the Applicant shall obtain written documentation of work experience and personal references.

The Applicant shall maintain an individual personnel file for any project staff member which will contain the application for employment, references, applicable credentials/certifications, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment or the grant program. All of these personnel materials shall be made available to the Grants Monitor upon request.

The Applicant shall ensure that all employees, volunteers, consultants and sub-contractors have been cleared through the Child Protection Registry and the Police Department of the jurisdiction(s) in which the staff member or volunteer resided during the five years prior to employment under this grant, as well as cleared through the District of Columbia Metropolitan Police Department, and the jurisdiction in which they will be providing services.

Training

The Applicant will be responsible for ensuring staff training and development are, at minimum,

in compliance with licensure regulations and CFSA guidelines. The Applicant shall ensure training to program staff and volunteers on relevant child welfare topics, child abuse and neglect prevention, the provision of community-based services, child development, and on topics relevant to engaging non-custodial fathers, engaging parents, family-centered services, conflict resolution and parent-child interaction.

Performance Standards and Quality Assurance

The Applicant shall monitor and evaluate all program activities. At a minimum, a semi-annual program evaluation shall include a review of the appropriateness, quality and timeliness of each service, as well as achievement of program objectives.

The Applicant shall be responsible for specific documentation of services provided to parents and families, and updates on both progress as well as any issues which may arise. The Applicant shall involve the participants in the development of project evaluations. When feasible, grant activities shall reflect concerns and suggestions offered by the program participants.

Reports

The Applicant shall submit a report to the Grant Monitor by the 10th day after the end of each quarter (December 31, March 31, June 30, September 30) of service regarding status of the funds expended, in addition to aggregate data on families served. At minimum, the reports shall include:

- Total number of referrals and source of referral
- Number of ineligible referrals, including reason for ineligibility.
- Number of families receiving services, including number of non-custodial parents accessing services
- Demographics of the population served
- Potential challenges or barriers and recommendations for improvement
- Overall rate of client participation
- Progress toward program goals
- Incidence of child maltreatment
- Number of families entering the child welfare system during program participation

CFSA reserves the right to review the case files, upon reasonable notice. The Applicant shall submit to the Grant Monitor at CFSA a final program report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

Records

The Applicant shall keep accurate records of activities of the project. When delivering

services, the Applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of activities.

The Applicant shall provide the Grant Monitor and other authorized representatives of CFSA and the District Government, access to project and financial records as may be requested for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate program staff. The Applicant shall retain records for at least three (3) years following final closeout of the grant. The Applicant shall in its application demonstrate an ability to ensure the confidentiality and security of records.

Monitoring

CFSA shall monitor and evaluate the performance of the Applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. The Grant Monitor or her designee will make periodic scheduled meetings with the Applicant to discuss the scope of work in relation to the services rendered to the target populations, and the relative success thereof.

SECTION VI: REVIEW AND SCORING OF APPLICATIONS

Review Panel

All grant applications will be reviewed by a panel. The review panel will be composed of qualified professionals who have been selected for their expertise and knowledge in the child welfare system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA or her designee shall make the final funding determination(s).

Scoring Criteria

Submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Theoretical and Technical Soundness of the Proposal (Total 60 Points)

1. The proposal clearly lays out who the target population will be, how the target population will be identified and engaged in the program, how the grant monies will be spent, and the measures which will be put in place to monitor program objectives. **(25 Points)**
2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and proposed outcomes consistent with requirements presented in the Program Scope. **(10 Points)**
3. The application clearly incorporates an evidence-based model or promising practice into the proposed approach under the Parent Education and Support Project, as well as the curriculum to be utilized, including the frequency and type of training/activities, as well as group/peer support that will be part of the approach to service delivery. **(15 Points)**
4. The application clearly identifies the process of engaging parents to participate in the proposed program, including the oversight to monitor the effectiveness and appropriateness of how the program is structured, staffed and evaluated. **(10 Points)**

Criterion B: Organizational Capability and Relevant Experience (Total 45 Points)

1. The Applicant provides documentation that the proposed program will be fully supported by their organization's management and/or governing body, and demonstrates that the proposed Parent Education and Support Project is compatible with the mission of the organization. **(5 Points)**
2. The Applicant demonstrates the knowledge and experience relevant to the challenges facing parents and at-risk families, specialized interventions to engage parents,

knowledge of protective factors that lead to positive outcomes for both parents and children and a reduction in the incidence of child abuse and neglect. Where appropriate, the Applicant demonstrates partnership with other community-based organizations that may have expertise in providing services to the target population. **(15 Points)**

- The Applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.
- The Applicant has relevant experience with the target population.
- Past performance demonstrates current capacity to effectively develop and implement the proposed program.
- The Applicant has demonstrated understanding of and experience in parent education or support.

3. Cultural competency and appropriateness of services proposed are demonstrated. (15 points)

- The Applicant has identified and has demonstrated an understanding of issues affecting the target population (see p. 6).
- At least two (2) letters of support from community groups are provided that detail the collaborative relationship with the Applicant, as well as the Applicant's ability to provide services to the target population.

4. Capacity to administer the proposed program is demonstrated. (10 points)

- The Applicant demonstrates the organizational capacity to deliver, monitor and administer the services.
- The Applicant demonstrates the capacity to deliver services in the natural environment of the target population.

Criterion C: Sound Fiscal Management and Reasonable Budget (Total 10 Points)

- 1. The Applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. (5 Points)**
- 2. The Applicant demonstrates that the proposed budget is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget should also reflect the administrative costs, and the number of families expected to receive services as a result of this grant. (5 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA or her designee. After reviewing the recommendations of the review panel and any

other information considered relevant, the Director of CFSA, or her designee, shall decide which Applicant to award funds to and the amount(s) to be funded. The award may reflect overall numbers, or be target population specific.

SECTION VII: APPLICATION FORMAT

All grantees shall comply with the District of Columbia's drug-free workplace certification requirement (29 DCMR § 8207). By submission of its application, the Applicant is certifying and agreeing to comply with 29 DCMR § 8207. Failure to comply with the requirements may render a grantee subject to suspension of grant payments, termination of the grant or other available legal remedies.

Applicants are required to follow the format below and each proposal must contain the following information:

- ☐ Applicant Profile (See Attachment A)
- ☐ Table of Contents (Not counted in page total,)
- ☐ Application Summary (Not to exceed 2 pages)
- ☐ Project Narrative (Not to exceed 10 pages)
- ☐ Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- ☐ Staffing Plan (Not counted in page total, See Attachment C)
- ☐ Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- ☐ Appendices (Resumes, Organization Chart, Position Descriptions) (Not counted in page total)

Applicants should feel free to submit fewer pages than recommended for that section.

Proposal must be double-spaced pages on 8¹/₂ by 11-inch paper and pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Target population to be served;
2. Understanding needs of target population(s) to be served;
3. Program objectives for the RFA;
4. Specific service/programs to be provided;
5. Identification of evidence-based approaches or promising practices;
6. Work plan for activities;
7. Number of clients to be served over grant period;
8. Understanding of demographics of population being served;
9. Extent to which access barriers for the target population will be addressed;
10. How funds will be distributed consistent with the grant and monetary expenditures; and
11. Quality assurance mechanisms.

Organization, Experience and Qualifications of Applicant

The Applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The Applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may, but are not required to, include are:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;

- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

SECTION VIII: LIST OF ATTACHMENTS

Attachment A: Applicant Profile
Attachment B: Original Receipt
Attachment C: Staffing Plan
Attachment D: Budget

ATTACHMENT A

APPLICANT PROFILE

Parent Education and Support Project Grant (RFA): CFSA-08-RFA-0003

Applicant/Organization Name:

Type of Entity: For-Profit _____ Non-Profit _____ Other _____

Contact Person:

Office Address:

Executive/Director/President

Date

Phone/Fax: Website

URL:

Total Number To Be Served By Project: _____

Total Funds Requested:

Program Description:

Authorized Signature: The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

ATTACHMENT B

ORIGINAL RECEIPT

Child and Family Services Agency
Contracts and Procurement Administration
955 L'Enfant Plaza, SW Building, Suite 5200
Washington, DC 20024
ATTN: Catherine Higgins

Parent Education and Support Project Grant (RFA): CFSA-08-RFA-0003

CHILD AND FAMILY SERVICES IS IN RECEIPT OF AN APPLICATION FROM:

(Contact Name/Please Print Clearly)
(Organization Name)
(Address, City, State, Zip Code)
(Phone/Fax)
(Program Area)
(Amount Requested)

CFSA USE ONLY

(1) ORIGINAL APPLICATION and (4) COPIES.

RECEIVED ON THIS DATE / /2008
Please Indicate Time:

Received by: _____

**APPLICATIONS RECEIVED AFTER 5:00 PM ON WEDNESDAY, AUGUST 27, 2008
WILL NOT BE FORWARDED TO THE REVIEW PANEL**

ATTACHMENT C

Staffing Plan: including name, position, and salary

Director Signature: _____ Date:

ATTACHMENT D BUDGET

Agency:

Date of Submission:

Project Manager:

Budget:

Telephone #:

Personnel	
Fringe Benefits	
Travel	
Supplies	
Other	
Indirect/overhead (not to exceed 10% of total budget)	
TOTAL	